

Job Description

Job Title:	Learning & Development Lead
FLSA Status:	Full-time/Exempt
Department:	Member Development
Reports To:	Sr. Director, Career Development
Location:	Rung St. Louis
Schedule:	Varies; will include evenings and weekends
Salary Range:	\$55,000 – 70,000

Description of Organization:

Rung for Women is comprised of a team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Our program offers professional and personal development opportunities, along with a supportive community, for women who want to earn more money and overcome the systemic economic, social and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and Members (program participants). We leverage a strengths-based coaching model to build our Members' capacity for goal setting and problem solving, along with financial education, power skills development, and pathways to middle-skill career pathways that offer a thriving wage. Currently, Rung focuses on career pathways in the technology, geospatial, and advanced manufacturing industries. Rung partners with employers and training partners, who offer a fast-track to career launch through short-term industry-specific training, on-the-job training and apprenticeships. At the same time, Rung Members gain access a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch March of 2021, more than 300 women have begun a journey with Rung, many of whom have completed career training and coaching and have achieved better employment opportunities.

Our staff are:

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: This position is responsible for delivering training and workshops to Rung Members that prepare them with the Power (soft/behavioral) skills and professional portfolio needed to secure jobs and be successful in their career. The Learning & Development Specialist will focus on understanding employers' training needs, and designing and assessing study support materials to ensure the online and in-person training programs meet those needs. If you're someone who loves inspiring adults to learn new skills, are driven to achieve goals, and enjoy finding innovative ways to help others achieve high levels of performance, this may be the perfect role for you!

How you'll help Rung achieve our vision: This position ensures that all Members have the job-related skills, professional presence, and confidence to successfully secure a job that will help her increase her wealth.

What you will do:

Group Training & Facilitation

- Lead professional development workshops and classes to ensure Members can demonstrate skills based on Rung's standards
- Track Member attendance and progress in professional workshops and skills training programs
- Provide weekly check-ins around Member performance and progress in training programs
- Monitor skills training study groups and provide support to volunteers and Members

Develop & Design Courses

- Work with employer subject matter experts to coordinate and design in-person, volunteer-led study groups to support online classes
- Coordinate and manage volunteer subject matter experts providing virtual and phone tutoring support to Members
- Develop supplemental course content for study groups and ensure volunteers deliver materials related to learning objectives in online coursework
- Develop individual and group supports for Members' "Rung Ready" job search strategies
- Create, curate and add professional education content to the Learning Management System
- Develop "ad-hoc" workshops and learning experiences as needed
- Design and manage training for volunteer mentors and speakers in professional training classes
- Assist with the re-design of professional training class materials & facilitation guides

Coordinate Volunteers & Team Logistics

- Facilitate weekly check-ins around curriculum delivery and Member progress
- Train and provide feedback to new Training & Development Specialists and other staff or volunteer trainers
- Coordinate the scheduling and management of volunteer study group leaders and/or trainers
- Collaborate with volunteer study group leaders to ensure Members successfully complete skills training programs
- Monitor simulations (i.e. mock interviews) and provide feedback to Members and volunteers
- Coordinate mentors for professional training classes

General Program Support

- Participate in cross-functional teams to ensure successful execution of program and achievement of organizational goals
- Administer surveys and collect data to evaluate the effectiveness of workshops/courses and of the Members' experience
- Assist other departments as needed

What you need to bring us:

- Passion for Rung's vision & mission
- Prior experience instructional design & instructional technology
- Demonstrated experience in working with individuals from diverse backgrounds

- Previous curriculum and lesson planning skills with knowledge of course development software and D2L Learning System (preferred)
- Previous experience and demonstrated comfort in a training/teaching role
- People and relationship-orientation with ability to coach others
- Flexibility and adaptability with ability to manage multiple priorities
- Commitment to continuous improvement
- Comfort with using data to assess Member progress, set priorities, and determine appropriate shifts to training experiences
- Proficiency with Microsoft Office products
- Familiarity and comfort in using CRM systems (particularly Salesforce) preferred

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee's annual salary
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to three days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on May 15, 2023. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/bo/6KH/LearningDevelopLead>